



EMPLOYMENT APPLICATION

DATE \_\_\_\_\_

PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Have you ever worked at Cato Gas & Oil before?  YES  NO

If so, dates? From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_

Have you ever applied at Cato Gas & Oil before?  YES  NO

If so, when? \_\_\_\_\_

Can present employer be contacted?  YES  NO Do you have reliable transportation?  YES  NO

Were you referred by a Cato employee? If so, whom? \_\_\_\_\_

For what position are you applying?

\_\_\_\_\_

Desired starting pay: \$ \_\_\_\_\_ per \_\_\_\_\_ How many hours per week do you want to work? \_\_\_\_\_

During what times are you available to work? \_\_\_\_\_

Are you willing to work:

Nights?  YES  NO Overtime?  YES  NO Weekends?  YES  NO Holidays?  YES  NO

When can you begin work? \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_

SKILLS AND EXPERIENCE

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company.

\_\_\_\_\_

Please list any business equipment operating abilities you have which might be useful on the job for which you are applying.

\_\_\_\_\_

EDUCATION

Highest elementary or high school grade completed \_\_\_\_\_ Did you graduate from high school?  YES  NO

Name and location of college, university, Business or trade school 1. \_\_\_\_\_ 2. \_\_\_\_\_

Full-time or part-time Full-time Part-time Full-time Part-time

Major field of study \_\_\_\_\_

Degrees conferred Title Title

Hours credit \_\_\_\_\_

**EMPLOYMENT HISTORY** (Please list your last three employers. Begin with the most recent employer.)

1. Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Type of Job:  Full-time  Part-time Job Description and Responsibilities: \_\_\_\_\_  
Were you fired:  Yes  No Give specific reason for leaving \_\_\_\_\_  
If we contacted this employer, would you expect them to say they would rehire you for the position you last held there?  Yes  No  
Explain \_\_\_\_\_

2. Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Type of Job:  Full-time  Part-time Job Description and Responsibilities: \_\_\_\_\_  
Were you fired:  Yes  No Give specific reason for leaving \_\_\_\_\_  
If we contacted this employer, would you expect them to say they would rehire you for the position you last held there?  Yes  No  
Explain \_\_\_\_\_

3. Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Type of Job:  Full-time  Part-time Job Description and Responsibilities: \_\_\_\_\_  
Were you fired:  Yes  No Give specific reason for leaving \_\_\_\_\_  
If we contacted this employer, would you expect them to say they would rehire you for the position you last held there?  Yes  No  
Explain \_\_\_\_\_

How many jobs have you had in the last five years that are not listed above? \_\_\_\_\_

**LEGAL**

Have you ever been convicted of a crime other than a routine traffic violation?  YES  NO If yes, date of conviction \_\_\_\_\_  
Please explain \_\_\_\_\_

**SIGNATURE**

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize Cato Gas & Oil and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I understand Cato may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character; I understand I may request (in writing from the Personnel Department) a complete and accurate disclosure of information concerning the nature and scope of this report. I also release Cato and its representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from such investigations.

Further, I understand my employment may be terminated at any time, with or without cause, at the option of either Cato or myself. I understand that no employee or representative of Cato has any authority to make any agreement, which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures and with all rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cato is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40). This application will remain active for 45 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.